

How to Use the Healthcare Equipment, Furniture, Furnishings and Related Services Contract

Contract #: HSP38	Contract Duration: 03/01/13 to 02/29/16
MMARS #: HSP38* HSP38MFGDIRECT*	Options to renew: One from 03/01/16 to 2/28/17
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This contract contains: Supplier Diversity Office SDO Contractors & Prompt Payment Discount (PPD)	
Last change date: 2/19/13	

Contract Summary

This contract covers Healthcare Equipment, Furniture, Furnishings and Related Services including related parts used in all healthcare facilities and settings. The products and services available include:

Category 1 – Healthcare Equipment, Furniture and Furnishings for general use

- exam tables & lights, hospital beds, patient lifts, stretchers, shower trolleys, bathing systems, phlebotomy chairs, wheelchairs
- crash carts, medicine carts, scales
- defibrillators (AEDs), EKG machines, respirators, scopes, ventilators
- bariatric equipment
- healthcare facility furniture: patient/client room & common areas
- healthcare facility furnishings: cubicle curtains, window treatments, railings, lighting, signage
- operating room equipment
- ophthalmology equipment
- physical occupational and rehabilitative therapy equipment including exercise equipment

Category 2 – Custom Fitted Healthcare Equipment that is custom fitted to a specific patient/client such as custom fitted wheelchairs, and custom fitted adaptive equipment

Category 3 – X-ray and Radiology Imaging Equipment

All Categories – services: design, installation, repair and maintenance agreements entered into at time of purchase

Benefits and Cost Savings

- Competitive not to exceed markups allow buyers to compare prices
- RFQ Category 1 & 3 purchases more than \$2,000 to get best value, optional for purchases up to \$2,000
- Medline Category 1, and Hudson Category 2 vendors provide third party billing Mass Health or Medicare Part B, which must be arranged prior to purchase
- Free sample products are available when conducting product review or evaluation trials prior to purchase.
- Free in-service education on products and equipment available.
- Many SDP Plans are inclusive of subcontractors qualified to support a department for services under this contract and also helps a department to meet their SDP annual benchmarks.
- Vendors have local, regional, and national experience and exposure.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required;
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct outright purchases. Other Healthcare Equipment costing less than \$1,000 is available under SWC HSP33 Medical Commodities.

Contract Pricing: To ensure contract pricing, orders should include reference to SWC HSP38. Be sure the vendor confirms your account number is linked to HSP38. For Purchasing Entities that use MMARS the Prompt Payment Discounts will automatically be taken by MMARS at the time of payment.

Additional Information

1. Group Purchasing Organization (GPO)

A group purchasing organization is an entity that helps healthcare providers — such as hospitals, nursing homes and home health agencies — realize savings and efficiencies by aggregating purchasing volume and using that leverage to negotiate discounts with manufacturers, distributors and other vendors of health supplies such as pharmaceuticals, biologics, medical/surgical equipment, laboratory supplies, and capital equipment. GPO's actively negotiate contracts with manufacturers on behalf of their members, and/or provide their members access to the purchasing contracts of other GPO's.

The Commonwealth's GPO for this contract is Managed Healthcare Associates (MHA). MHA is not itself a vendor on this contract, but through MHA the Commonwealth can access MHA's national contract pricing. Their role in ordering is in "How to Order Category 1" below. Their contact information is in the "Vendor List and Contact Information" below. Further information on GPO's from their association is posted on the Forms and Terms tab of the Contract.

2. Product Specifications

All items sold under this contract must be compliant with all applicable Federal laws and regulations such as FDA 21 CFR at time of sale; and all applicable Commonwealth of Massachusetts Laws and Regulations; and when applicable meet City of Boston Fire Code standards.

All items purchased under this contract will be "hospital grade" and meet all Joint Commission standards and be intended for use in Hospitals and Healthcare Institutions.

1. How to order Category 1 Healthcare Equipment, Furniture and Furnishings for general use

For Category 1 purchases greater than \$2,000 the process below must be followed, but is optional for purchases less than \$2,000. Other Healthcare Equipment costing less than \$1,000 is available under SWC HSP33 Medical Commodities and its successor. The Category 1 ordering process is:

- a) Prepare a Request for Quotation (RFQ) using the HSP38 RFQ Form on the Forms and Terms tab of the Contract.
- b) Send a single Email with all recipients in the "To line" attaching the completed RFQ form to: all Category 1 HSP38 Vendors, the OSD Contract Manager, and MHA, the Group Purchasing Organization. Contact information for vendors and MHA is in the "Vendor List and Contact Information" below.
- c) HSP38 Vendors will respond to the RFQ using the RFQ format under the Forms and Terms tab.
- d) The GPO will distribute the RFQ to manufacturers it deems appropriate within its contract portfolios.
 - i) The GPO manufacturer will return its quote to the GPO not the Purchasing Entity.
 - ii) The GPO will send the manufacturer's quote to the Purchasing Entity.
 - iii) If a HSP38 Category 1 Vendor is selected, proceed with the transaction using HSP38.
 - iv) If a GPO manufacturer is selected the Purchasing Entity must notify the GPO. The GPO will notify the manufacturer. The Purchasing Entity **must not proceed** with the purchase until the GPO approves it. If additional quantities need to be purchased from the same RFQ the Purchasing Entity must notify the GPO and receive the GPO's permission before proceeding with the additional purchase.
- e) Email the GPO and every Category 1 HSP38 Vendor that submitted a quote the name of the Vendor to whom the award has been made. It is important to close the loop on this process to support the Vendors participating in the quote process.
- f) You may within 6 months purchase the same additional items using the results of the original RFQ, provided that the Vendor is willing to sell at the same or at a lower price.
- g) Complete a HSP38 Results Reporting Form and email (or Fax) it to the OSD Contract Manager.

2. How to order Category 2 Custom Fitted Healthcare Equipment that is custom fitted to a specific patient/client

Hudson, the sole Category 2, Vendor provides custom fitted equipment such as wheelchairs, lifts, client specific equipment, adaptive equipment, and related repair parts and services. The Category 2 ordering process is:

- a) Contact Hudson. **Do Not** contact the GPO. Contact information for vendors is in the "Vendor List and Contact Information" below.
- b) The Vendor Tab lists a series of rates to consider and the HSP38 Request for Quotation (RFQ) Form is a guide to drafting a Statement of Work.

3. How to order Category 3 X-ray and Radiology Imaging Equipment

The Category 3 Vendors not only provides X-ray and radiology imaging equipment; they also have the expertise and necessary licenses to install it in Massachusetts. For Category 3 purchases greater than \$2,000 the process below must be followed, but is optional for purchases less than \$2,000. The Category 3 ordering process is:

- a) Prepare a Request for Quotation (RFQ) using the HSP38 RFQ Form on the Forms and Terms tab of the Contract.
- b) Send a single Email with all recipients in the "To line" attaching the completed RFQ form to: the Category 3 HSP38 Vendors and the OSD Contract Manager. **Do Not** send the GPO the Category 3 RFQ. Contact information for vendors is in the "Vendor List and Contact Information" below.
- c) HSP38 Vendors will respond to the RFQ using the RFQ format under the Forms and Terms tab.

- d) The Purchasing Entity may within 6 months purchase the same additional items using the results of the original RFQ, provided that the Vendor is willing to sell at the same or at a lower price.
- e) Complete a HSP32 Results Reporting Form and email (or Fax) it to the OSD Contract Manager.
4. **Delivery:** For Category 1 or 3 purchases not requiring an RFQ (with no minimum for order size), shipping is free within seven (7) calendar days of receipt of the order. For an RFQ item, any Freight cost needs to be listed in the final Purchase Price quoted. For any order, a purchasing entity has the option of agreeing to special charges such as: an expedited (express or overnight) delivery, hazmat fees, or other special handling. No Delivery Fuel or other Surcharges will be assessed to the Commonwealth.
5. **Returns:** Items ordered in error in original packaging and in saleable condition may be returned for full credit if the vendor is notified within 20 calendar days of the delivery date. Wrongly shipped items may be returned for full credit. No shipping costs or restocking charges will be assessed to the Commonwealth.
6. **For MMARS Accounting System Users Only:** For all purchases the Commodity is 420000000000, Medical Equipment and Accessories and Supplies.
 - a) For purchases from a vendor listed in this document use Master Agreement HSP38.
 - b) For purchases of Category 1 items from GPO vendors use Master Agreement HSP38MFRDIRECT. If a selected manufacturer is not listed on Master Agreement HSP38MFGDIRECT, the GPO will attempt to obtain all the required Commonwealth forms and send them to the OSD Contract Manager to obtain a Vendor Code. If this does not occur in a time frame that meets your needs, select a HSP38 Vendor who responded to the RFQ, and notify the GPO and the OSD Contract Manager of the change.

Vendor List and Contract Information

The available contractors are listed by category below. Supplier involvement in any of the following programs will have the appropriate three to four letter code at the end of the vendor listing. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, Formerly SOMWBA Certification), Supplier Diversity Program (SDP, Formerly AMP), Environmentally Preferable Products Program (EPP), and Prompt Pay Discount (PPD). Also shown is their Not to Exceed (NTE) Markup %.

Category 1 Vendors	Contact Name	Phone Numbers	Email	Program	PPD	NTE
Associated X-Ray Imaging Corp.	John Olenio	800-356-3888 Fax 978-521-2214	sales@associatedxray.com	SBPP,SDP	5%/10 4%/15 3%/20 2%/30	25%
Clafin Equipment	Bryan Messier	800-338-2372x8279 Fax 888-685-5455	gov@clafinequip.com	SDP	1%/10	15%
Correctional Technologies	Paul Novak	(630) 455-0811 Fax 630-455-0813	Paul@Cortechusa.com	SDP	2%/10	50%
Medline Industries	Keith White	508-478-3713 FAX 508-478-6588	kwhite@medline.com	SDP	2%/20 1%/30	18.5% own line 8% others
PGS Medical	Philip Stiles	(508) 892-1569 Fax 508-796-2659	tubbymann@aol.com	SBPP,SDP	2%/30	40%

Category 2 Vendor	Contact Name	Phone Numbers	Email	Program	PPD	NTE
Hudson Seating & Mobility	Agnes Tupper	508-623-2500x605 FAX 860-666-7501	agnes.tupper@hudsonmobility.com	SDP	2%/10 1%/15	On Comm-PASS Cost Sheet

Category 3 Vendors	Contact Name	Phone Numbers	Email	Program	PPD	NTE
Associated X-Ray Imaging Corp.	John Olenio	800-356-3888 Fax 978-521-2214	sales@associatedxray.com	SBPP,SDP	5%/10 4%/15 3%/20 2%/30	25.0%
X-ray of Rhode Island dba XRI	Elise Johnson-Stanford	800-556-6635 Fax 401-738-8177	ejohnson@xrin.com	SDP	1%/20	21.5%

Group Purchasing Organization	Contact Name	Phone Numbers	Email	Program	PPD	NTE
Managed Healthcare Associates	Kimberly Thompson	800- 948-7172 Fax 855-485-1106	KThompson@mhainc.com	SDP	N/A	N/A

Strategic Sourcing Services Team Members

Bob Barneke	MA Hospital School	Bob.Barneke@State.MA.US
Kathleen Bouchard	Chelsea Soldiers Home	KBouchard@State.MA.US
Jennifer Fennell	Lemuel Shattuck Hospital	Jennifer.Fennell@State.MA.US
Roy Gichel	MA Hospital School	Roy.Gichel@State.MA.US
Shelagh Lord	Hogan Regional Center	Shelagh.lord@state.ma.us
Judi Lydon-Ruby	Wrentham Developmental Center	Judi.lydon-ruby@state.ma.us
Kathy Monahan	Holyoke Soldiers Home	kathy.monahan@State.MA.US
Kathy Rufo	Tewksbury State Hospital	Kathy.Rufo@State.MA.US
Brian Sullivan	Western Massachusetts Hospital	Brian.H.Sullivan@state.ma.us

Summary of Where to Obtain Important Contract Information

To obtain more contract information please go to the Comm-PASS (www.comm-pass.com) website, on the "Contracts" tab, in the Document Number box enter Document Number HSP32 (no spaces), click the "Search" button, the page looks almost the same – click on the underlined link "There are 1 Contract(s) found that match your search criteria", click on the eyeglasses to the right of the HSP32 information, click on the tab of interest, and click on the eyeglasses to the right of any information of interest.

Contract User Guide	"Forms & Terms" tab
RFR HSP38	"Forms & Terms" tab
HSP38 Request for Quotation Form with Instructions	"Forms & Terms" tab
RFQ Results Report Form for Purchasing Entities with Instructions	"Forms & Terms" tab
Standard (Vendor) RFQ Response Format	"Forms & Terms" tab
Group Purchasing Organization (GPO) Information	"Forms & Terms" tab
Category 2 Vendor Pricing Detail	"Vendor" tab at bottom

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